

New Commercial Building Addition

Two paper plan sets or an electronic copy of your plan will be required containing the following information. The Website for downloading documents is:

<http://epermit.elpasotexas.gov/citizenaccess/>

Land Development

Civil drawings containing the following information:

- 1) Title Sheet
- 2) Grading Plan
- 3) Drainage Plan
- 4) Drainage Computation Tables
- 5) Street Plan and Profile
- 6) Storm Sewer Plan and Profile
- 7) Detail Sheet
- 8) Construction Phasing Plan
- 9) All other requirements as documented in Municipal, Code Title 19, of the Subdivision Ordinance
- 10) Coordinate with other entities (TXDOT, PSB, etc.) if project is abutting other Authorities Having Jurisdiction (AHJ's)

Storm Water Management

- 1) Construction site is less than one (1) acre no permit is required
- 2) Construction site is one (1) to five (5) acres:
 - a. Automatically authorized if site qualifies based on time frame in appendix A of general permit.
 - b. If site does not qualify, but will qualify for exclusion based on calculated R factor <5, obtain permit waiver form
 - c. If site does not qualify for either, Storm Water Pollution Prevention Plan (SW3P) is required.
- 3) Construction site is five (5) or more acres:
 - a. Storm Water Pollution Prevention Plan (SW3P)
 - b. Storm Drain Pollution Control Plan (SDPCP) application form with fee
 - c. Copy of Notice of Intent (NOI) & payment of fee to the State of Texas

Landscaping – For addition over 1200 square feet in size

- 1) Separate detailed Landscape and Irrigation Plans, suggest 1:20'0" scale
- 2) Submit sealed Detailed Site Development Plan when applicable
- 3) Complete Legend
- 4) Submit Formula for project, include all calculations for parkway and interior area, parking spaces and quantity of plant material required and proposed
- 5) TXDOT Design Section Approval required, if using TXDOT ROW
- 6) Identify Signs, Light Standards and Traffic Control Devices (including traffic signs)
- 7) Seal all plans as required by state law

Zoning:

- 1) Site plan drawn to scale
- 2) Property address
- 3) Legal description
- 4) Parking calculations with typical parking space details to include all accessible spaces and signage details
- 5) Set-back dimensions
- 6) Property lines
- 7) Public or private easements & right of ways. Width & location of utility easements
- 8) Location of all existing & proposed structures to include buildings, fences & walls.
- 9) All driveways entrances to property with widths & locations
- 10) Deceleration lanes, median cuts & utility cuts
- 11) All land use history on the subject parcel to include Special Contract, Special Permit, Detailed Site Development Plans requirements as well as park or impact fee payments, initiation of platting or re-platting or anything that could delay issuance of a Building permit in a timely manner

Architectural / Structural:

- 1) Building Permit Application available at the One-Stop Shop or at the City website at: www.elpasotexas.gov.
- 2) For projects valued over \$50,000, the Elimination of Architectural Barriers (EAB) number from a registered Texas Accessibility Specialist
- 3) The architect or engineer who prepares construction documents shall have full responsibility for complying with Texas Occupations Code, Chapter 1001 (Engineers) or Chapter 1051 (Architects), as applicable, and shall affix his official seal to said drawings, specifications and accompanying data, for the following:
 - A. For new construction, additions, expansions or for changes in occupancy or use of:
 - B. All Group A, B, E, F, H, I, and M occupancies;
 - C. Buildings and structures three stories or more high;
 - D. All buildings and structures five thousand square feet or more in area.
- 4) All structural drawings with shall include but will not be limited to:
 - A. All beams, supports and structural details
 - B. Roof & floor construction including truss layouts with calculations and Engineer's seal, joist & rafter sizes, spacing & layout
 - C. Exterior walls & bearing partitions
 - D. Details on such features such as; stairs, balconies, mezzanines, etc.
- 5) Foundation plan (with Engineer's seals) to include all details such as footings, anchor bolts, etc.
- 6) International Energy Code Compliance (IECC) envelope compliance report
- 7) Texas Accessibility Standards (TAS) compliance data
- 8) Floor plan with names and uses of all rooms & spaces

- 9) Door & window schedules
- 10) Hardware specifications
- 11) Wall & ceiling finish materials and specifications
- 12) Exterior elevations
- 13) Cross sections sufficient to reflect structural systems
- 14) Show fire rated construction such as occupancy or area separation walls, corridors, penetrations, etc.

Fire Protection

- 1) Indicate Fire Apparatus access to all structures per IFC 503.1.1
- 2) Location of fire hydrants necessary to comply with IFC 508.5.1 Amended and fire flow information
- 3) Locations of Fire Department Connections (FDC) for all fire protection features
- 4) Locations of Fire Extinguishers
- 5) Locations of exit signs and any interior & exterior emergency lights as required
- 6) Show compliance for any hazardous materials or processes

Electrical:

- 1) International Energy Conservation Code (IECC) lighting compliance report.
- 2) Riser diagram showing size of conduit and wire.
- 3) Show location of service & load calculations to include all short circuit / fault current calculations
- 4) Location, description and calculations of all outdoor lighting complying with the Dark Skies Ordinance
- 5) Panel schedules & descriptions of circuits with connected loads, panel ratings & feeder sizes
- 6) Shown location of exit & emergency lights
- 7) Power plan
- 8) Lighting plan

Mechanical

- 1) International Energy Conservation Code (IECC) Mechanical compliance report for the mechanical equipment & water heater.
- 2) Heating and cooling load calculations with ventilation per IMC Table 403.3.
- 3) HVAC equipment model and type showing capacity (tonnage & btu's) & SEER
- 4) Location, access & working space for mechanical equipment
- 5) Combustion air, flue sizes & materials
- 6) Dampers-size, type & locations
- 7) Sizes of supply/return air ducts & grilles shown in plan view with CFMs
- 8) Location, material & location of mechanical ducts & pipes
- 9) Size, location & piping material of all air conditioner condensate drains
- 10) Size, location & ducting of all smoke control systems & detectors
- 11) If required, commercial kitchen hood details per IMC 506, 507 & 508.
- 12) Evaporative coolers shall with automatic drain systems (Clean Machine-type)

Plumbing

- 1) Plan view of all water, drainage, waste & vent piping with location & size
- 2) Drainage, waste, vent & water supply plans, indicate type of fixtures with symbols
- 3) Location & size of gas, fuel oil or LPG piping appliance demands and flue sizes.
- 4) Location of all water heaters and/or boiler combustion air & flues.
- 5) Show location of cleanouts, backwater valves & water shutoff valves
- 6) Plumbing isometrics for hot & cold-water piping, drain, waste & vent piping and gas piping.
- 7) For gas piping indicate the total developed length, the length of each branch, the demand for each appliance and the total demand
- 8) Location of any grease/sand/oil interceptors with details on compliance with standard practice.
- 9) Provide secondary (emergency) roof drains and or/scuppers as required by IPC 1107 with subsections.

Health Dept:

- 1) If the proposed use of the building involves food service, provide the following:
 - A. Separate plan set with equipment legend
 - B. Health Dept. plan review application
 - C. Required Health Dept. plan review fees.

All plans must comply with the latest adopted edition of:

1. International Code Council family of Codes. Available at: www.ICCSAFE.org
2. National Electrical Code. Available online
3. Local amendments in the El Paso Municipal Code which can be found at:
 - a. Building Code amendments:
https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT18BUCO
 - b. Fire Code amendments:
https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT9HESA_CH9.52FIPRCO
 - c. Subdivision
https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT19SUDEPL

For help in obtaining information or to contact the Building Permit Division, please call (915) 212-0085 or visit our website at:

<http://www.elpasotexas.gov/planning-and-inspections>